

CITY OF NEW ORLEANS

Fines and Fees Collections of the Municipal Courts

FOR THE PERIOD JANUARY 1, 2007 THROUGH DECEMBER 31, 2007

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7/30/08

PAILET, MEUNIER and LeBLANC, L.L.P.

Certified Public Accountants
Management Consultants

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To The Municipal Court Judges
City of New Orleans Louisiana

We have performed the procedures enumerated below, which were agreed to by the City of New Orleans Municipal Court Judges, solely to assist the court with respect to the accounting records of the Fines and Fees Fund of the City of New Orleans Municipal Courts for the period January 1, 2007 through December 31, 2007. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

Procedure 1.

Meet with management of the City of New Orleans Municipal Court to review and document the current internal control environment. Interview key employees and complete Internal Control Questionnaires from the Practitioners Publishing Corporation for the following areas:

- Electronic Data Processing.

Findings

Electronic Data Processing

No exceptions were found as a result of this procedure.

Procedure 2.

Review documentation provided by the Municipal Court to support the year-end cash balances for the year ended December 31, 2007.

3421 N. Causeway Blvd., Suite 701 • Metairie, LA 70002 • Telephone (504) 837-0770 • Fax (504) 837-7102



Member of

Member Firms in Principal Cities • PCAOB – Public Company Accounting Oversight Board

AICPA: Center for Public Company Audit Firms (SEC) • Governmental Audit Quality Center • Private Companies Practice Section (PCPS)

Findings

We noted no exceptions.

Procedure 3.

Obtain copies of bank statements and canceled checks from January 1, 2007 through December 31, 2007.

Findings

We examined each bank statement to identify unusual transactions with the escrow fund. No exceptions were found as a result of this procedure.

Procedure 4.

Review the accounting process and documentation used to support the financial information reported to the City of New Orleans for inclusion in its Comprehensive Annual Financial Report (hereafter "CAFR"). This review will include revenues and disbursements of the Escrow Fund. Select a representative sample of bond receipts, refunds and forfeitures and vouch each item selected to supporting documentation. Procedures will include, reviewing each item for adequate documentation, propriety and compliance with the City of New Orleans Code of Ordinances. The sample, for purposes of establishing a scope for these procedures, will not exceed 75 receipts and 75 disbursements, for a maximum total of 150 selections.

Findings

From a review of the CAFR of the City of New Orleans for the year 2006, it has been determined the financial information regarding the Municipal Court's Escrow Fund account for the year of 2006 has not been included in the Comprehensive Annual Financial Report for the City of New Orleans. There is not an available Comprehensive Annual Financial Report of the City of New Orleans for the year ending 2007. Consequently, we are unable to apply procedures based on information presented in the CAFR. However, we did select a sample from Municipal Court transactions recorded to the Court's Escrow Fund.

From the sample of cash receipts selected, we reviewed total funds as it pertains to each division of court. We then verified each division of court totals and traced the amounts to the revenue summary and the bank deposit. There were no exceptions noted.

Procedure 5.

Select 25 cases with final disposition from a list of cases maintained in the courts electronic database. Review each case from inception until fine is paid. Examine each case to determine if the correct procedures (i.e. fines, fine amounts, etc.) have been applied to each case as it relates to the Fines and Fees fund.

Findings

We noted no exceptions.

Procedure 6.

Perform inquires and analytical procedures on the Municipal Court's Fines and Fees Collections for the period January 1, 2007 through December 31, 2007.

Findings

The fine and fees account serves as the escrow account for Municipal Court. These funds are to be collected, deposited into the account, and then remitted to the appropriate agencies. The balance in the escrow account has increased because the funds for the probation department are being maintained and controlled by Municipal Court; therefore, monies collected for probation are not distributed to an agency out of the fines and fees account. Instead, the funds are transferred to the judicial expense account. We note no exceptions.

Procedure 7.

Submit six (6) copies of the final report.

Findings

We have distributed copies of the final report to the Legislative Auditor's Office, Municipal Court Judges, and other essential personnel of the municipal court.

We were not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the specified users and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Paul J. Meunier and LeBlanc, L.L.P.

Metairie, Louisiana

March 15, 2008



State of Louisiana
City of New Orleans
Municipal Court



JOHN A. SHEA, JUDGE

DESIRÉE M. CHARBONNET, JUDGE

SEAN P. EARLY, JUDGE

PAUL N. SENS, CHIEF JUDGE

RONALD E. LAMPARD
CLERK OF COURT

727 SOUTH BROAD STREET
NEW ORLEANS, LA 70119

July 14, 2008

Mr. Steve J. Theriot, CPA
Legislative Auditor
State of Louisiana
1600 North Third Street
Baton Rouge, Louisiana 70802

Dear Mr. Theriot:

This letter is in response to The Municipal Court of New Orleans (hereafter "the court") Fines and Fees Fund's independent Auditor's Report for the year ended December 31, 2007. We wish to provide the following responses to the substantial findings contained therein.

Procedure 4 of Agreed Upon Procedures Report

Review the accounting process and documentation used to support the financial information reported to the City of New Orleans for inclusion in its CAFR.

Finding for Procedure #4

The Municipal Court Judicial Expense Account has not been included in the City of New Orleans CAFR.

Corrective Action Plan

The court will notify city officials that no information for the court was included in the City of New Orleans CAFR.

If you have any questions or comments regarding the accompanying corrective action plan, please contact me.

Sincerely,

Paul N. Sens
Chief Judge